



CLASS TITLE: CONTRACT REVIEW SPECIALIST II

CHARACTERISTICS OF THE CLASS

Under general supervision, performs procurement contract maintenance and support functions related to contract monitoring, research, preparation, and processing of contract development, contract modifications, extensions, limit increases, and price adjustments, and performs related duties as required

ESSENTIAL DUTIES

- Assists in coordinating purchasing functions within an operating department and advises internal and external customers concerning procurement procedures and requirements used in the competitive bid, Request for Proposal (RFP), Request for Qualifications (RFQ), and other methods of procurement
- Reviews contracts, submitted bids and proposals, and subcontracts for accuracy, completeness, adherence to specifications and regulations, language and terms and other contractual matters
- Assists in the preparation of required documents including identification of funding, scope of services, specifications, compensation structure, and other required supplemental documents for submission, review, and processing
- Proofreads contract-related documents for accuracy, examining them for correctness and other considerations, and recommends solutions
- Reviews "Transition-Out" provisions of contracts to verify adherence to procedures and requirements, prior to a contract's termination or expiration
- Assists in coordinating the preparation and submission of departmental contract documents including the preparation of detailed specifications by users, contract documents and other information and support documents required by the Department of Procurement Services
- Monitors contract expiration dates and processes contract modification forms for needed time extensions, vendor limit increases and price adjustments
- Assists in providing information to vendors and the public regarding program requirements and the application process for disadvantaged, minority and women owned business enterprise (DBE/MBE/WBE) programs
- Maintains contract records and files and prepares reports on the status of departmental contracts, expenditures and related contract information
- Maintains a list of vendors supplying goods and services needed by the department
- Maintains records of pre-qualified vendors and coordinates the preparation of task orders

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Two years of work experience in reviewing contract documents for the procurement of materials, supplies or services, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- procurement of various categories of goods and services including professional services (e.g. architectural, engineering, environmental), commodities, work services (e.g. services provided by vendors), vehicles and construction

Moderate knowledge of:

- applicable computer software applications: Microsoft Word, Excel, and Outlook (2010 or greater)

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **COORDINATION WITH OTHERS**- Adjust actions in relation to others' actions
- **JUDGMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE- Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry

City of Chicago
Department of Human Resources

Date: July, 2013